

DEPARTMENT OF GENERAL SERVICE
HALL OF RECORDS COMMISSION
RECORDS MANAGEMENT DIVISION

SCHEDULE
NO.

554

PAGE
NO.

1

RECORDS RETENTION AND DISPOSAL SCHEDULE

DEPARTMENT OF ECONOMIC & COMMUNITY DEVELOPMENT

Office of Publications

AGENCY

DIVISION

DESCRIPTION

RECORDS AND RECORD SERIES ARE LISTED BY ITEM NUMBER AND TITLE GIVING FORM NUMBER, IF ANY, DISTRIBUTION OF COPIES, AUDIT REQUIREMENTS AND THE RECOMMENDATION FOR RETENTION. IN SPECIAL INSTANCES, THE RECORD MAY BE MORE CLOSELY DESCRIBED GIVING COVERING DATES, SIZE AND QUANTITY OF RECORDS, FILE ARRANGEMENT, TYPE OF INDEXING AND A DESCRIPTION WITH RESPECT TO ORIGIN AND CONTENT, USE WHILE ACTIVE, AND RELATIONSHIP TO OTHER RECORDS.

Item No.	Form No.	Description and Retention
1		<p>DIRECTORY OF MARYLAND MANUFACTURERS - Questionnaire File</p> <p>Size: Letter size Dates: 1966 -- Quantity: 14 legal file drawers File Arrangement: By name of firm</p> <p>This file is composed of the covering letter and questionnaire which is sent biennially to Maryland manufacturers to obtain the information which appears in the directory.</p> <p>Information is recorded on a manuscript card (Item 2) from which the directory is printed.</p> <p>After publication, the questionnaires have reference value only until new questionnaires have been completed, returned and reviewed for the next biennial issue of the directory.</p> <p>RECOMMENDATION: RETAIN QUESTIONNAIRES WITH ATTACHMENTS UNTIL SUPERSEDED OR FOR THREE YEARS, WHICHEVER IS LATER, THEN DESTROY.</p>
2		<p>DIRECTORY OF MARYLAND MANUFACTURERS</p> <p>Size: 3" x 5" cards Quantity: 16 card file drawers</p> <p>This file is prepared and updated periodically from the information in the biennial questionnaires returned by Maryland manufacturers and from other sources. The file goes to the printer as copy for setting up the galley for publication.</p> <p>(continued)</p>

Schedule approved by Department, Agency or Division Representative

[Signature] *Rep. Director - Dir. of Econ. Dev.* *Feb. 11, 1972*
Signature Title Date

Schedule Authorized by Hall of Records Commission

Disposal Authorized by Board of Public Works

3-1-72 *Marianne L. Paulsell* *3/13/72* *[Signature]*
Date Archivist Date Secretary

ORDERS RETENTION AND DISPOSAL SCHEDULE
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Form No.	Form No.	Description and Retention
2 (cont'd)		<p>After the directory is published, the cards are used as a reference file for updating for the next publication. When cards become noncurrent, they are removed from the active file to inactive status.</p> <p>RECOMMENDATION: RETAIN INACTIVE CARDS FOR THREE YEARS, THEN DESTROY.</p>
3		<p>ORDER FORMS FILE</p> <p>Size: Letter size Dates: 1967 -- Quantity: 4 legal-size file drawers File Arrangement: By title of publication, by date of edition, then chronologically by name of firm or person ordering. Audit: State audit</p> <p>The Order Forms File includes orders for the Directory of Maryland Manufacturers, Directory of Science Resources, Export-Import Directory, Maryland State Abstract, Maryland Economic Atlas, and Educational Opportunities in Maryland.</p> <p>RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, THEN DESTROY.</p>
4		<p>ORDER CARD FILE</p> <p>Size: 3" x 5" cards Dates: 1967 -- Quantity: 12 card file drawers File Arrangement: By title of the publication, then alphabetical by name of firm or person ordering under the edition date.</p> <p>Order cards, giving the name of the firm or person ordering and address and number of copies ordered, are prepared after the orders have been received for the following publications:</p> <p>Director of Maryland Manufacturers, 1967-68; 1969-70; 1971-72 Directory of Science Resources, 1968-69; 1970-71 Maryland Statistical Abstract, 1967, 1970 Maryland Economic Atlas, 1967 Export-Import Directory, 1970 Educational Opportunities in Maryland, 1967</p> <p>This file is a subscription list that is updated as changes occur, chiefly from the Order Forms (Item 3). After the file is updated from the current Order Forms, superseded cards may be destroyed as nonrecord.</p> <p>RECOMMENDATION: RETAIN FILE WHILE CURRENT; DESTROY SUPERSEDED CARDS AS NONRECORD.</p>